



Santa Barbara SCHOOL DISTRICTS

720 Santa Barbara Street, Santa Barbara, CA 93101
Phone (805) 963-4338, Fax (805) 963-1877

Date: April 8, 2009
 To: Dr. J. Brian Sarvis, Superintendent
 From: Dr. Davis Hayden, Director of Research, Evaluation and Technology
 Subject: **Memorandum of Understanding with University of California at Santa Barbara, University Office of Academic Preparation for Data Sharing**

Consent Agenda: X Action Agenda: Conference Item:

Background

The Santa Barbara School Districts and the University of California at Santa Barbara (UCSB) have maintained a long and valuable relationship pertaining to research and professional development. The University Office of Academic Preparation has asked that we enter into a Memorandum of Understanding (MOU) so that we can easily share data. I believe that this would be in our interest also, as it would help to reduce staff efforts on our end to prepare data for research. It will also give them a much better understanding of how our district works.

Fiscal Impact

Recommendation

It is recommended that the Board approve this MOU with the UCSB University Office of Academic Preparation for data sharing.

Attachment(s)?	<input checked="" type="checkbox"/>	Yes (please attach)	<input type="checkbox"/>	No	<input type="checkbox"/>	PowerPoint	<input type="checkbox"/>	Overhead	<input type="checkbox"/>	Consultant
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Adams Elementary School Cesar Chavez Charter School Cleveland Elementary School Franklin Elementary School	Harding Elementary School McKinley Elementary School Monroe Elementary School Open Alternative School	Peabody Charter School Roosevelt Elementary School Santa Barbara Charter School Santa Barbara Community Academy Washington Elementary School	Goleta Valley Junior High School La Colina Junior High School La Cumbre Junior High School Santa Barbara Junior High School	Dos Pueblos High School La Cuesta Continuation High School San Marcos High School Santa Barbara High School
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AGREEMENT GOVERNING RELEASE OF PERSONALLY IDENTIFIABLE STUDENT INFORMATION BY THE SANTA BARBARA SCHOOL DISTRICTS FOR THE PURPOSES OF DATA ANALYSIS AND PROGRAM EVALUATION SERVICES RENDERED BY UNIVERSITY OF CALIFORNIA, SANTA BARBARA OFFICE OF ACADEMIC PREPARATION & AUTHORIZED USERS

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This agreement, dated _____, states the conditions under which the Santa Barbara School Districts (hereinafter referred to as "SCHOOL DISTRICT") may release personally identifiable student information to the University of California, Santa Barbara, Office of Academic Preparation and their Authorized Users (hereinafter referred to as "UCSB OAP & Authorized Users" (see attached page of authorized users)). The primary purpose of releasing the personally identifiable information is to allow UCSB's OAP and Authorized Users to conduct data analysis and evaluation services to identify appropriate academic and policy-related interventions related to enhancing student achievement. This agreement to allow the release of personally identifiable student information is written under the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

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FERPA (34 CFR § 99.31) allows schools to disclose student records, without parental consent, to the following parties or under the following condition:

- o Organizations conducting certain studies for or on behalf of the school.

Under FERPA (34 CFR § 99.31), the SCHOOL DISTRICT may disclose some or all of the following data to UCSB's OAP and Authorized Users:

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- o California Standards Test Data;
- o California High School Exit Examination Data;
- o California English Language Development Test Data;
- o Spanish Assessment of Basic Education Test Data;
- o A-G and Other Courses Taken;
- o Course Grades;
- o GPA;
- o Internal Benchmark/Assessment Data;
- o Parent Education Level;
- o Language Classification;
- o Gender;
- o Ethnicity

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SCHOOL DISTRICT and UCSB's OAP and Authorized Users may request to include additional types of data to this list. Requests made by UCSB's OAP and Authorized Users shall be submitted for approval to the Associate Superintendent of Education or designee. Requests made by SCHOOL DISTRICT shall be submitted for approval to the Director or designee of the UCSB's OAP and Authorized Users.

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UCSB's OAP and Authorized Users will analyze student standardized test data and other data and provide reports to SCHOOL DISTRICT for the purpose of improving instructional programs so as to increase student academic achievement.

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SCHOOL DISTRICT will release student information with the understanding that:

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- o No individual student data shall be identifiable in any reports not created specifically for SCHOOL DISTRICT;
- o Qualified personnel at UCSB's OAP and Authorized Users shall be proficient and experienced in managing confidential data. The UCSB's OAP & Authorized Users and SCHOOL DISTRICT agree to restrict distribution of personally identifiable matched data to qualified personnel; in no event will any personally identifiable information be released to any person or organization other than the qualified personnel of UCSB's OAP & Authorized Users and SCHOOL DISTRICT;
- o Student data files shall be returned to SCHOOL DISTRICT, or deleted when appropriate when no longer needed for the purposes for which the agreement to release personally identifiable information is drawn;
- o UCSB's OAP & Authorized Users shall adhere to all legal requirements, including but not limited to the Federal Family Educational Rights and Privacy Act (20 USC 1232g). Should UCSB's OAP & Authorized Users, its agents, or assignees; the SCHOOL DISTRICT, its agents, or assignees; or the United States Department of Education determine that release of data under this agreement does not satisfy the requirements of 20 USC 1232g, any of the parties to this agreement may terminate this agreement and demand the destruction or return or deletion of all data supplied by the parties and all data matched or derived there from within three (3) working days;
- o The SCHOOL DISTRICT reserves the right to withhold personally identifiable student data from UCSB's OAP & Authorized Users at any time.
- o UCSB's OAP & Authorized Users and the SCHOOL DISTRICT reserve the right to terminate this agreement at any time.

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Among other methods of sharing information, SCHOOL DISTRICT may release some student information through providing UCSB's OAP and Authorized Users read-only access to the school districts' student information system. Aeries. A UCSB OAP member or Authorized User must have prior approval from the Associate Superintendent of Education or designee from the SCHOOL DISTRICT before accessing Aeries.

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(Signature)

Date

(Name & Title)

Claudia L. Martinez, Director

Date

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 UNIVERSITY OF CALIFORNIA, SANTA BARBARA
 OFFICE OF ACADEMIC PREPARATION & AUTHORIZED USERS

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Office of Academic Preparation
 University of California, Santa Barbara

List of Authorized Users

In Accordance with California Educational Code Section 49076 (a)(1), academic preparation and educational partnership program officials listed below are granted access to the aforementioned data for the purpose of program evaluation and advising students and their families.

Name	Program	Title	Phone#	Email
1) Britt Ortiz	Early Academic Outreach	Director	805.893.5185	Britt.ortiz@sa.ucsb.edu
2) Nicole Wong	Early Academic Outreach	Assistant Director	805.893.4118	Nicole.Wong@sa.ucsb.edu
3) Rosa Martinez	Early Academic Outreach	SB Coordinator	805.893.5186	Rosa.Martinez@sa.ucsb.edu
4) Bob Cota	MESA	Director	805.893.8347	bcota@engineering.ucsb.edu
5) Phyllis Brady	MESA	Associate Director	805.893.8333	pbrady@engineering.ucsb.edu
6) Claudia Martinez	OAP	Director	805.893.8123	Claudia.martinez@apo.ucsb.edu
7) Lisa Figueroa	OAP	Evaluation Coordinator	805.893.4789	Lisa.figueroa@apo.ucsb.edu